



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

APR 13 2005

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Defense Travel System (DTS) Usage/Implementation

1. The Defense Travel System (DTS) reduces the Army's cost of travel administration significantly. The Defense Finance and Accounting Services (DFAS) charges the Army \$34.00 per manual voucher compared to \$2.22 per DTS transaction. From October 1, 2004, through February 28, 2005, sites where DTS was deployed prior to the start of FY 2005 processed nearly 84,000 transactions through DTS (at a cost of nearly \$186,480) and nearly 177,000 manual transactions through DFAS (at a cost of nearly \$6,018,000). Although processing nearly 84,000 DTS transactions is commendable, we cannot afford to under-utilize DTS and to continue to pay higher DFAS processing costs.
2. Effective May 1, 2005, activities, where DTS was deployed prior to FY 05 and its functions are supported, must use DTS when filing travel claims. Manual vouchers are not authorized. Submitting activities are responsible for ensuring that all travel authorizations and vouchers are processed through DTS.
3. When using DTS, all official travel expenses will be charged to Individually Billed Accounts (IBAs). This policy change permits continued use of the Centrally Billed Account for transportation costs for individuals who do not have a travel card.
4. Locations where DTS is deployed are supported by a full-time lead defense travel administrator (LDTA). This resource is funded by the Army and provided by DFAS. The LDTAs assigned to each location are responsible for: a) coordinating and executing the DTS Proliferation Plan; b) establishing and operating the Tier 2 Helpdesk for the site; and c) establishing and operating the full DTS training program.
5. Should you have any questions, please contact John Schoenecker, Army DTS program manager, at (703) 693-2703 (DSN 223) or john.schoenecker@hqda.army.mil. For questions regarding IBAs, please contact Frank Rago, Army travel charge card program manager, at (703) 693-3386 (DSN 223-3386) or francis.rago@hqda.army.mil.

Valerie L. Baldwin
Assistant Secretary of the Army
(Financial Management and Comptroller)

Enclosures

DISTRIBUTION:

Office, Secretary of the Army, ATTN: SAAA-RM
Office, Acquisition Support Center, ATTN: SFAE-RM

COMMANDER:

U.S. Army Europe and Seventh Army, APO AE 09014
U.S. Army Forces Command, Fort McPherson, GA 30330-6000
Eighth U.S. Army, Unit #15236 APO AP 96205-0009
U.S. Army Materiel Command, 9103 Chapek Road, Fort Belvoir, VA 22060-5527
U.S. Army Training and Doctrine Command, Fort Monroe, VA 23651-5000
U.S. Army Pacific, Fort Shafter, HI 96858-5100
U.S. Army South, Fort Sam Houston, TX 78234
U. S. Army Network Enterprise Technology Command, 2133 Cushing Street, Suite 3000,
Fort Huachuca, AZ 85613-7070
U.S. Army Medical Command, Fort Sam Houston, TX 78234-6000
U.S. Army Intelligence & Security Command, 8825 Beulah Street, Fort Belvoir, VA 22060-5246
U.S. Military Entrance Processing Command, 2500 Green Bay Road, North Chicago, IL
60064-3094
Military Surface Deployment and Distribution Command, 200 Stovall Street, Alexandria,
VA 22332-5000
U.S. Army Criminal Investigation Command, 6010 6th Street, Room 321, Fort Belvoir, VA
22060-5506
U.S. Army Special Operations Command, Fort Bragg, NC 28310-5200
U.S. Army Space and Missile Defense Command, PO Box 1500, Huntsville, AL 35807-3801
U.S. Army Military District of Washington, 103 3rd Ave, Fort Lesley J. McNair, Washington,
D.C. 20319-5050
U.S. Army Finance Command, 8899 56th Street, Indianapolis, IN 46249-3000
U.S. Army Corps of Engineers, 441 G Street NW, Washington, D.C. 20314-1000
U.S. Army Test and Evaluation Command, 4501 Ford Avenue, Alexandria, VA 22302-1458
U.S. Army Community and Family Support Center, 4700 King Street, Alexandria, VA 22302
U. S. Army Audit Agency, 3101 Park Central Drive, Alexandria, VA 22302-1596
175th Finance Command, Unit#15300, APO AP 96205-0073
266th Finance Command, Unit 29001, APO AE 09007
13th Finance Group, Fort Hood, TX 76544-5056
18th Soldiers Support Group, Normandy Drive, Fort Bragg, NC 28310
U.S. Southern Command, Miami, FL 33172-1217
U. S. Army European Command, APO AE 09128
U. S. Army Human Resources Command, 1 Reserve Way, St. Louis, MO 63132-5100

Director, U. S. Army Contracting Agency, Suite 302, Skyline 6, 5109 Leesburg Pike, Falls
Church, VA 22041-3201
Director, Installation Management Agency, 2511 Jefferson Davis Highway, Taylor Building,
Crystal City, Arlington, VA 22202
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Arlington, VA 22202
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President, National Defense University, BG 62, George C. Marshall Hall, Fort Lesley J.
McNair, Washington, DC 20319-5066

CF:

Director, Accounting Services, Army, DFAS
Director, Military and Civilian Pay Services, DFAS

FY04 Army Fielded Sites

| Site / Activities | IOC |
|--------------------------|------------|
| Fort Campbell | 2/26/2002 |
| Aberdeen Proving Ground | 6/24/2002 |
| Fort McPherson | 10/24/2002 |
| HQDA | 6/23/2003 |
| USMA West Point | 11/10/2003 |
| Fort Monroe | 11/24/2003 |
| NGS HQ | 12/5/2003 |
| Fort Belvoir | 12/5/2003 |
| Fort Riley | 12/8/2003 |
| Fort Huachuca | 1/8/2004 |
| Fort Irwin | 1/16/2004 |
| Fort Bliss | 1/22/2004 |
| White Sands | 1/23/2004 |
| Fort Shafter | 1/30/2004 |
| Fort Leonard Wood | 2/6/2004 |
| Fort Richardson | 3/3/2004 |
| Detroit Arsenal | 3/3/2004 |
| Fort Wainwright | 3/5/2004 |
| Fort Rucker | 3/24/2004 |
| Presidio of Monterey | 3/26/2004 |
| Fort Jackson | 4/6/2004 |
| Fort Knox | 5/6/2004 |
| Fort Sill | 5/14/2004 |
| Fort Leavenworth | 5/14/2004 |
| Fort Stewart | 7/15/2004 |
| Fort Polk | 8/20/2004 |
| Fort Lee | 5/26/2004 |
| Fort Carson | 7/23/2004 |
| Fort Lewis | 7/23/2004 |
| Fort Monmouth | 7/23/2004 |
| Fort Sam Houston | 7/30/2004 |
| Rock Island Arsenal | 8/20/2004 |